

## **AMC FACT SHEET #1**

### **PRIORITY PLACEMENT PROGRAM INFORMATION (ENTITLEMENTS UNDER A TRANSFER OF FUNCTION)**

**July 2005**

This fact sheet provides you with a brief overview of DoD's Priority Placement Program as it relates our **PROPOSED** Transfer of Function. (Please remember that the final decision on the Transfer of Function won't occur until November, 2005.)

#### **What is the Priority Placement Program?**

The Priority Placement Program is a DOD Program designed to assist employees who are adversely impacted by base closures/consolidation, contracting out, transfer of function, etc. The intent of this program is to provide the employee maximum opportunity for placement in other DOD positions.

#### **Who is eligible to register in the Priority Placement Program?**

You can be registered in the Priority Placement Program if you are a career or career conditional employee, in the competitive service, on an appointment without time limitation. If you are an excepted service employee, you may also be covered. (If you are unsure of your eligibility, please contact your CPAC representative or look at your most recent SF-50/Notification of Personnel Action. Block 24, Tenure, shows if you are a career or career conditional employee (code 1, permanent or code 2, Conditional) and block 34 shows if you are in the Competitive or Excepted Service.)

Your performance and conduct must be fully satisfactory to be register in this Program.

#### **What would my priority be in the Priority Placement Program?**

You would be a 'Priority 2' candidate. Priorities are determined by DoD and are based on the severity of the action. Individuals who are Priority 2 registrants include those who have declined a Transfer of Function outside the community area. (An example of a priority one registrant is an employee who is being separated from the Federal service via Reduction-in-Force without the opportunity to transfer to another geographic area.)

#### **When can I register in the Priority Placement Program?**

Unless early registration is authorized, you are eligible to register when you decline in writing a Transfer of Function out of the commuting area.

### **What kind of positions can I register for?**

When you enroll in PPP, you will be registered for job series and skills for which you qualify. For PPP, “qualified” means that you must be able to satisfactorily perform the duties of the position with orientation only. The types of positions you can register for depend on your current and previous work history. For example, a secretary is likely to be registered for secretarial and other clerical jobs. A supply clerk who also worked as a transportation clerk is likely to be registered for both supply and transportation related jobs. A non-typist can not be registered for jobs that require the services of a fully qualified typist. You **MUST** register for jobs in your current occupation.

You may register for a total of 5 occupations.

You can’t register for grades higher than your current permanent grade (or retained grade if applicable).

You may register down to and including 3 GS grades or the equivalent below your current permanent grade. (There are some exceptions.)

### **When will my entitlement to be registered in the Priority Placement Program end?**

If you are facing separation, your entitlement to be registered in the Priority Placement Program ends when you are placed in a Federal position, when you decline a valid job offer, or one year following separation from the Federal service, whichever comes first.

### **In what geographic area will I be registered?**

Should you elect to decline a Transfer of Function offer at your current grade, your registration eligibility will depend on general guidelines and individual circumstances. To understand the overall registration process, it is important to know the definition of two key terms: commuting area and Zone.

A ***commuting area*** is based on the employee’s residence, the availability and cost of public transportation, convenience and adequacy of highways, as well as the travel time required to commute back and forth to work. If there are problems determining your commuting area, we would contact the Regional or CARE Program Coordinator for assistance.

A ***Zone*** identifies four geographic groups. If you reside in Maryland, Delaware, Virginia, West Virginia or Washington, DC you would be considered in Zone 1. This grouping includes the Boston Region (ME, NH, VT, MA, RI, CT and Canada); the New York Region (NY and NJ); and the Philadelphia Region (PA, MD, VW, DE, VA and DC). Zone 2 covers the Dallas and Atlanta Regions; Zone 3 includes the Chicago and St. Louis Regions; and Zone 4 envelopes the Seattle, Denver and San Francisco regions.

Now that we have a clearer concept of what those terms mean, here are some general registration parameters:

1. Registration is mandatory for employees who are eligible for severance pay. The minimum area of registration for these employees will be their commuting area.
2. If you are not eligible for severance pay, registration is at your option.
3. You would normally register for all DoD activities that use your skills, however, if your registration is not mandatory you may elect to register only for Army components within your registration area.
4. Registration will only be granted to activities that are less distant from Huntsville, Alabama. (This captures the maximum area available for registration.)
5. You may not skip over DoD activities or states to register for more distant locations. (Registration is approached in an expanding concentric circle pattern.)
6. You may elect to register for the minimum area likely to provide a reasonable placement opportunity. For example, a secretary will have a more restricted area of registration than an employee whose duties deal mainly microbiology. (See #1 above for those under mandatory registration.)
7. Your initial area of referral must include the registering activity if you are located in the commuting area of that activity. Activities in adjoining zones that are no more distant from your duty station than the furthestmost activity selected in the zone may be included in the initial area of referral.

The specific details of your registration will be discussed during your individual counseling session with the Civilian Personnel Advisory Center.

**How long will I have to accept or decline a job offer that I receive through the Priority Placement Program?**

Normally, you have 2 days of receipt of the job offer to accept or decline it. DoD considers 2 days to be a reasonable timeframe for making your decision.

**What kind of actions are subject to the Priority Placement Program?**

Most competitive actions (appointments, promotions, reassignments, etc) and some noncompetitive actions (reassignments change to lower grade, etc) are subject to the Priority Placement Program. This means that before an activity can fill most positions, the Priority Placement Program must be checked to see if there is a registrant who may be qualified for the position being filled.

**At some point in time, will there be individual counseling on my Priority Placement Program entitlements?**

Yes, at the appropriate time, one-on-one counseling will occur.

**If you choose not to move how soon will you be registered in PPP?**

Registration may take place after the official notice has been issued and you decline in writing to transfer with the organization. Or it may take place earlier if your command requests and is granted early registration. Your CPAC will schedule the registration appointments.

**How many offers may you turn down before coming out of PPP?**

If you decline one valid offer you will be removed from PPP. A valid offer is an offer of a DoD position that matches the series, grade, and location for which you are registered and well qualified. Additionally, there must be no significant changes in the work schedule, i.e. full-time, working conditions or conditions of employment.

**If you are removed from the PPP list can you re-register?**

If you decline a valid offer during the early registration period, you will be re-registered **ONLY IF YOU ARE ENTITLED TO SEVERANCE PAY**. When mandatorily re-registered, you will be limited to positions at your current grade and down two grades or pay levels for all DoD activities in the commuting area. You may not expand your area of referral.

**Can you choose NOT to go into PPP?**

Registration is only mandatory for those individuals entitled to severance pay.

**If I have questions related to the Priority Placement Program who can I contact?**

You may contact your CPAC representative, Maria Allen at [maira.allen@us.army.mil](mailto:maira.allen@us.army.mil) or (703) 806-8863.